



# Forms



# Form 1

## Application to construct, extend or alter a public building

### *Health (Miscellaneous Provisions) Act 1911 [S. 176]*

Health (Public Buildings) Regulations 1992 [Reg. 4]

I being the owner/agent hereby apply under Section 176 of the Health Act to construct alter or extend a public building:

**Premises details:**

Name of premises: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

Intentions for use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In support of this application I hereby submit plans and detail as required together with the prescribed fee.

Any of the following may sign this notice:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built created or converted thereto.

Signed: \_\_\_\_\_

Owner/agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Form 2

## Application for a certificate of approval

### *Health (Miscellaneous Provisions) Act 1911*

Health (Public Buildings) Regulations 1992 [Reg. 5]

I being the owner/agent hereby apply for a Certificate of Approval in respect of:

**Premises details:**

Name of premises: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

Intentions for use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construction/extension/alteration of which was completed on: \_\_\_\_\_

\_\_\_\_\_

In accordance with your approval given on: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Owner/agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Form 3

## Application for variation of a certificate of approval

### *Health (Miscellaneous Provisions) Act 1911*

Health (Public Buildings) Regulations 1992 [Reg. 9]

I being the owner/agent hereby apply for a variation of a Certificate of Approval in respect of:

**Premises details:**

Name of premises: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

Reason for this variation from the existing Certificate of Approval is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for this variation from the existing Certificate of Approval is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Owner/agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Form 5

## Certificate of electrical compliance

### *Health (Miscellaneous Provisions) Act 1911*

Health (Public Buildings) Regulations 1992 [Reg. 10]

To the City / Town / Shire of:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I hereby certify that the electric light and/or power installation, alteration, addition at the undermentioned premises has been carried out in accordance with the Health (Public Buildings) Regulations 1992.

Name and Initial of occupier:

**Premises details:**

Name of premises: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

**Particulars of installation:**

Describe any electrical work for which you are not responsible in these premises:

Reason for this variation from the existing Certificate of Approval is:

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer:

Signature: \_\_\_\_\_

Contractor's/in-house electrical installer's business name: \_\_\_\_\_

Contractor's/in-house electrical installer's registration no: \_\_\_\_\_

Contractor's/in-house electrical installer's address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contractor's/in-house electrical installer's telephone no: : \_\_\_\_\_

*This completed form is to be forwarded to the relevant local government when work is completed.*

# Typical event application form

## Application procedure

### Stage 1

**Step 1:**

Read any relevant local government Event Policy.

**Step 2:**

Complete Event Application and associated documentation, including site plans, Risk Management Plans, Traffic Management Plans, etc.

**Step 3:**

Complete Event Application Checklist.

### Stage 2

**Step 4:**

Consult with the relevant local government officer.

**Step 5:**

Submit the Event Application Form at least 6 weeks prior to your event. If the event is large-scale it may need to be submitted 12 weeks prior, or even earlier.

## Approval procedure

**Step 1:**

You may not proceed with your event until written confirmation is received from the local government advising that all council or statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event. It is an offence to operate without a valid approval and both local government and police are empowered to close public events that are considered unsafe or unsuitable.

Please note: Any special conditions (if applicable to your event) should be outlined in your confirmation letter. It is the event manager's responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

**Step 2:**

Debrief (if a large-scale event), including shire, should be held within 7 days post event.

NB: Applications and approvals for an event are not transferable. Therefore, the organiser cannot transfer council approval for an event to an alternative venue, date or time, without renegotiating with council.

## Typical event application form

This form is a generic application template only. Local governments may develop their own personalized application form, which means their form will need to be submitted rather than this one. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.

### Organiser's details

Name of event: \_\_\_\_\_

Applicant/organisation: \_\_\_\_\_

Contact person (if different from above): \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email address: \_\_\_\_\_

### Event details

Event managers are to provide an event timeline detailing all information relevant to the event: e.g. set-up and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the local council 3 weeks prior to the event.

Date(s): \_\_\_\_\_

Actual set-up date and time: \_\_\_\_\_

Actual event start date and time: \_\_\_\_\_

Actual event finish date and time: \_\_\_\_\_

Actual completion of clean-up date and time: \_\_\_\_\_

Commencement date of advertising: \_\_\_\_\_

Proposed venue details: (e.g. name of reserve, building or public open space) \_\_\_\_\_

Event description (e.g. sporting, commercial, entertainment) \_\_\_\_\_

Entertainment – brief details (number of stalls / products / entertainment – bands, amplified music / animals / activities / farm machinery / rides)

Primary purpose of Event. e.g. fundraiser for community group \_\_\_\_\_

Will alcohol be available/consumed on site? Yes / No

Have you applied for a liquor licence? Yes / No

Will free potable water be available onsite? Yes / No If so, where? \_\_\_\_\_

Will food be available? Yes / No

Shire staffing requests? \_\_\_\_\_

Details of any tents, marquees, stages to be used for the event (including size dimensions)

\_\_\_\_\_  
\_\_\_\_\_

Details of any road closures or use of roads for the event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expected attendance over the duration of the event: \_\_\_\_\_

Maximum number of people expected at any given time: \_\_\_\_\_

Anticipated total number for entire event: \_\_\_\_\_

Target audience e.g. youth, adult, family etc. \_\_\_\_\_

What arrangements have been made to meet the needs of people with disabilities? \_\_\_\_\_

\_\_\_\_\_

Post event transport: What are your contingency plans for clearing patrons after the event, e.g. availability of taxis, buses etc.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever conducted this event before and if so, when / where was it held?

\_\_\_\_\_  
\_\_\_\_\_

### **Event facilities**

Power supply details: (generators or existing) \_\_\_\_\_

Water supply details: (scheme or rainwater) \_\_\_\_\_

Toilets available: male closets \_\_\_\_\_ female closets \_\_\_\_\_

urinals \_\_\_\_\_ hand wash basins \_\_\_\_\_

OR

Unisex total closets \_\_\_\_\_ total unisex hand wash basins \_\_\_\_\_

**Event fees**

Refer to the relevant local government to ascertain what fees will be applicable.  
It is important to attach any other relevant information that can assist in assessing your event.

**Acknowledgement**

I, \_\_\_\_\_ as the event manager, seeking approval to host an event acknowledge that the information and completed actions in my application are true and correct.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I understand that the event application package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event manager I am responsible.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_